

**CITY OF LOS ALTOS
POSITION CLASSIFICATION**

FINANCE DIRECTOR

Definition: To plan, direct, manage and oversee Citywide financial activities and operations within the Finance Department including budget preparation and supervision of accounting procedures; to provide advice on the City's investment portfolio; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

Essential Job Functions:

Duties may include, but are not limited to, the following:

1. Manages and supervises the work of the Finance Department and develops goals, objectives, policies and procedures for the efficient operation of the department.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff and reviews progress and directs changes as needed.
3. Prepares Comprehensive Annual Financial Report (CAFR)
4. Formulates Multiyear Strategic Financial Plan
5. Administers the City's budget system servings as budget officer and coordinates the preparation of the City's Service and Financial Plan.
6. Oversees the City's financial planning activities including developing appropriate revenue forecasting models, including preparation of revenue projections and revenue management.
7. Coordinates annual audit with outside auditors.
8. Coordinates preparation of a five-year Capital Improvement Program as part of each biennial budget process, including annual updates.
9. Gathers, interprets, prepares, and maintains data for the preparation of financial studies and reports.
10. Administer risk management programs, including safety and general liability.
11. Establishes and maintains internal control procedures and assures that state and national generally accepted accounting procedures are maintained.
12. Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.
13. Oversees the central computerized financial information system of the City.
14. Oversees City investments, payroll, accounts payable, and accounts receivable processing, posting and reconciliation of ledgers and accounts and other billings
15. Serves as City Treasurer overseeing municipal debt administration and management and

investment of City funds.

16. Coordinates department activities with other departments and agencies as needed.
17. Prepares and presents staff reports and other necessary correspondence.
18. Performs other related duties as required.

Minimum Qualifications:

Knowledge of:

- Modern theory, principles and practices of governmental accounting and municipal finances and city government structure and management
- Principles of supervision, training and performance evaluation
- Pertinent federal, state and locals policies, laws and regulations relating to public finance
- Generally accepted accounting principles and accounting reporting systems
- Internal control procedures
- Principles and theories of risk management
- Principles and techniques of managing investments
- Management information systems and computerized financial applications
- Public finance and fiscal planning
- Budgetary, accounting and reporting systems, Governmental Accounting Auditing and Financial Reporting, Generally Accepted Accounting Principles and Governmental Accounting Standards Board
- Methods and techniques of internal auditing
- Payroll accounts payable, and accounts receivable functions
- Modern office procedures, methods and equipment including computers

Ability to:

- Develop and administer departmental goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Analyze complex financial reports
- Develop and maintain efficient and effective financial systems and procedures
- Prepare and administer large and complex budgets
- Plan, organize, direct and coordinate the work of staff

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- Coordinate City financial programs and policies with Council, management and the community
- Establish and maintain effective working relationships with employees, City officials and citizens
- Communicate effectively orally and in writing
- Interpret and apply applicable federal, state and local policies, laws and regulations
- Operate personal computer, including word processing and spreadsheet software and other office equipment as needed

Experience and Education Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

1. Five (5) years of progressively responsible municipal finance work or any equivalent combination of education and experience.
2. Graduation from an accredited four-year college or university is required, preferably with a major in Accounting, Financial Management, Economics, Business or Public Administration or closely related field, with an emphasis on Finance. Possession of a Masters in Finance or Public Administration degree and/or a certification as a Certified Public Accountant (CPA) is highly desirable.

Special Requirement: Possession of a valid California Driver's License.